 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06</b> <b>Revision: I</b> <b>Effective Date:</b> <b>September 2002</b>
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APPROVAL SIGNATURES		DATE
Greg Blaney (original signature on file)	QMS Management Representative	09/23/02

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Initial	Initial Release	Donna Ozburn IT/234	5/12/98
A	Content change in section 6.8	Donna Ozburn IT/234	7/24/98
B	Quality Records - format changes	Donna Ozburn IT/234	8/26/98
C	Reference document number corrections	Donna Ozburn IT/234	9/15/98
D	Quality Records Update	Donna Ozburn IT/234	1/28/99
E	Change to SLP due to IV&V receiving independent certification	Donna Ozburn IT/234	9/24/99
F	Due to reorg change approving titles. Add IVV Request for Purchase	Donna Ozburn IT/234	2/29/00
G	Format and Number changes; Delete Reference to Ames Research Center	Griggs	11/08/00
H	Delete References to Ames Research Center-Aligned with GPG 5100.1C and include Grants and Cooperative Agreements	Donna Ozburn	5/7/01
I	Clarify purchase request approval requirements, purchase for all goods & services	Donna Ozburn	09/24/02

CHECK THE MASTER LIST at <http://www.ivv.nasa.gov/iso9000>  
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 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
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REFERENCE DOCUMENTS	
Document Number	Document Title
NPG 1441.1	NASA Records Retention Schedules Flowchart, ( <a href="http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Organization_and_Administration/N_PG_1441_1C.html">http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Organization_and_Administration/N_PG_1441_1C.html</a> )
NPG 5800.1	NASA Grant and Cooperative Agreement Handbook ( <a href="http://ec.msfc.nasa.gov/hq/grcover.htm">http://ec.msfc.nasa.gov/hq/grcover.htm</a> )
NPG 5600.2	NASA Guidance for Writing Statements of Work, ( <a href="http://www.hq.nasa.gov/office/procurement/newreq1.htm">http://www.hq.nasa.gov/office/procurement/newreq1.htm</a> )
	Federal Acquisition Regulations (FAR), ( <a href="http://www.arnet.gov/far">http://www.arnet.gov/far</a> )
	NASA Federal Acquisition Regulation Supplement (NFS), ( <a href="http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm">http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm</a> )
IVV 09-4	Project Management
IVV 16	Control of Quality Records

 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
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## **1.0 Purpose**

The purpose of this System Level Procedure (SLP) is to establish a consistent and documented method for ensuring acquired products and services conform to specified requirements at the NASA IV&V Facility.

## **2.0 Scope**

This SLP applies to all purchases/acquisitions of products and services required at the NASA IV&V Facility by NASA personnel subject to the Federal Acquisition Regulation and NASA Grant and Cooperative Agreement Handbook (NPG 5800.1).

## **3.0 Definitions**

### **3.1 Contract Specialist**


Government acquisition personnel designated by job series to perform contracting actions.

### **3.2 Contracting**

Per FAR 2.101, contracting is defined as purchasing, renting, leasing, or otherwise obtaining products or services from nonfederal sources. Contracting includes description (but not determination) of products and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include grants or cooperative agreements.

### **3.3 Contracting Officer (CO)**

A contract specialist with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings (See FAR 2.101)

 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
--	-------------------	--

### **3.4 Contracting Officer's Technical Representative (COTR)**

A qualified government employee appointed by the Contracting Officer to act as technical representative in managing the technical aspects of a particular contract. If necessary, the CO may appoint an alternate COTR to act during short absences of the COTR. Technical organizations are responsible for ensuring that the individual they recommend to the CO possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract. (See NFS 1842.270)

### **3.5 Contractor**

Anyone providing products or services under a contract.

### **3.6 Initiator**

The person at the NASA IV&V Facility who prepares or is otherwise responsible for initiating the requirement.

### **3.7 Resource Management Office (RMO)**


The personnel at the NASA IV&V Facility who are responsible for financial management of the NASA IV&V Facility.

### **3.8 Credit Card (also known as "Bankcard" or "Governmentwide commercial purchase card")**

A purchase card issued to authorized agency personnel to use for acquisition and payment for products and services. (See FAR 13.101)

### **3.9 Contract**

The term "contract" as used in this document refers to any purchase conducted under the FAR (See FAR 2.101(h)). This term does not include grants or cooperative agreements.

 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
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### **3.10 Grants or Cooperative Agreements**

Per the NASA Grant and Cooperative Agreement Handbook, section 1260.12, a cooperative agreement shall be used as the legal instrument reflecting a relationship between NASA and a recipient whenever the principal purpose is the transfer of anything of value to the recipient to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are distinguished from contracts in that grants provide financial or other tangible assistance to the recipient to carry on a fairly autonomous research program. The difference between a cooperative agreement and a grant is that a cooperative agreement anticipates substantial involvement between NASA and the recipient during performance of the contemplated activity.

### **3.11 Purchase Request**

The document initiating a procurement of products or services.

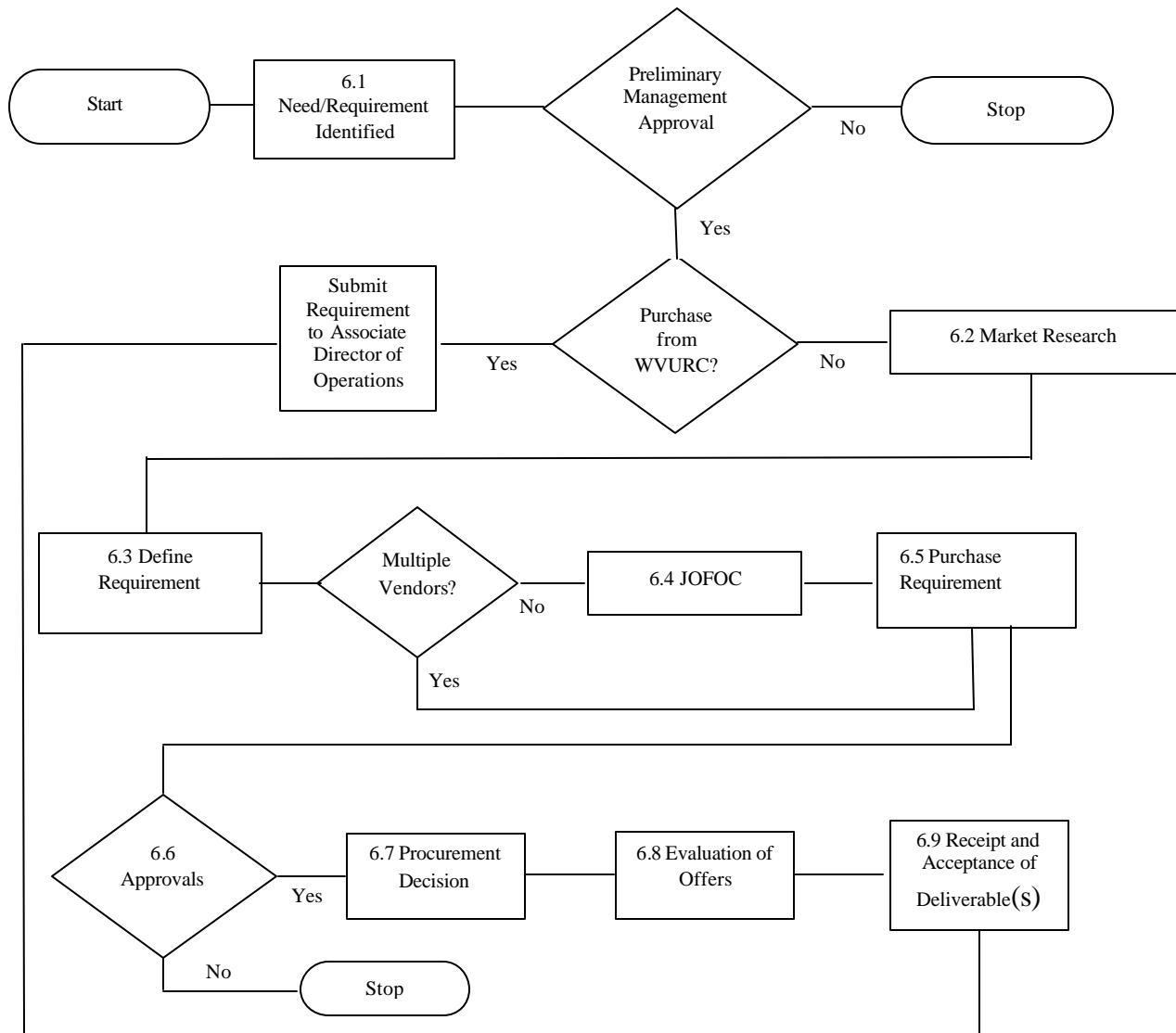
### **3.12 Market Research**


The collection and analysis of information about capabilities within the market to satisfy agency needs per FAR 2.101.

### **3.13 Statement of Work (SOW) or Specification**

Description of Agency needs (See FAR/NFS Part 11).

### 4.0 Flowchart



 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
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## 5.0 Responsibilities

Responsibilities are defined in Section 3.0 Definitions and in Section 6.0 Procedures of this SLP.

## 6.0 Procedure

### 6.1 Need/Requirement Identified

A need to procure products or services can be identified by anyone at the NASA IV&V Facility. A need may be identified through an unsolicited proposal. The person identifying the need or supporting the unsolicited proposal will be referred to in this procedure as the Initiator.

The Initiator shall obtain a general approval from Facility Management to pursue the procurement of the products or services before proceeding with this process.


The West Virginia University Research Corporation (WVURC) has a contract with NASA to provide, operate, and maintain the IV&V Facility for NASA's use. Within that contract, the WVURC provides various products and services to NASA. If the Initiator's need is generally approved to be pursued by Facility Management and the product or service can be satisfied by WVURC under their contract with NASA, the Initiator will work with the Associate Director of Operations to have the product or service procured by WVURC. WVURC will procure the product or service utilizing the contractually established and approved processes and steps 6.2 through 6.8 of this procedure shall be skipped (the WVURC processes accommodate these steps).

If the Initiator's need can not be satisfied using the WVURC contract, the Initiator shall proceed with this procedure.

### 6.2 Market Research

With the assistance of the CO, Contract Specialist, Facility Management, and RMO, the Initiator shall conduct market research to arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services, per FAR Part 10 and related provisions in the NASA Federal Acquisition Regulations Supplement (NFS).

Unsolicited proposals shall use NPG 5800.1, Grant and Cooperative Agreement Handbook, for instructions.

 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
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### **6.3 Define Requirement**

The Initiator shall prepare an initial SOW (NPG 5600.2) or Specification (FAR/NFS 11) and define evaluation criteria (FAR 15.605) as required. The SOW/Specification shall describe all minimum requirements of the purchase. Such requirements shall include any specific quality assurance or inspection provisions and define the type and extent of control to be exercised by the IV&V Facility over the product or service. Evaluation criteria for service contracts shall include past performance. For grants and cooperative agreements, see the NPG 5800.1, Grant and Cooperative Agreement Handbook for instructions.

### **6.4 Justification for Other than Full and Open Competition (JOFOC)**

The Initiator shall prepare a JOFOC if there is only one known source for the products or services (Reference FAR 6.302-1).

### **6.5 Purchase Requirement**

The Initiator shall submit the documentation, including, as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the requirement to the NASA IV&V Facility's Resource Management Office (RMO). The Initiator is encouraged to seek guidance from procurement professionals in GSFC Code 210 during acquisition planning. Before submitting the purchase request package to RMO, the Initiator shall make sure all required documentation is included. The RMO will review and approve all documentation.

### **6.6 Approvals**

The Initiator and RMO will obtain Facility Management approval to proceed with the procurement of the product or service.


### **6.7 Procurement Decision**

If the requirement is \$2,500 or less, the RMO may procure the product or service via the government credit card issued to the RMO.

Otherwise, the RMO shall prepare and submit a Purchase Request and all related documentation, including, as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the requirement to Goddard Space Flight Center, Office of System Safety and Mission Assurance (Code 300).

### **6.8 Evaluation of Offers**



 <b>Independent Verification &amp; Validation Facility</b>	<b>Purchasing</b>	<b>IVV 06 Revision: I Effective Date: September 2002</b>
--	-------------------	--

The COTR or Initiator shall assist the Contract Specialist in the evaluation of product or service offers (See FAR/NFS Parts 13, 14, 15, NFS Part 1871). As indicated in the FAR, evaluation and selection of offers varies upon the dollar amount of the contract. Cost and technical merit are evaluated to assure that the most qualified proposal is selected.

#### **6.9 Receipt and Acceptance of Deliverable(s)**

For products procured, the Initiator shall validate the product received was the product requested and notify Facility Management and RMO of acceptance or rejection.

For service contracts, the COTR or Initiator shall perform contract administration within the scope of the COTR delegation (NFS 1842.70). Contract administration shall include but not be limited to the acceptance of all deliverables and ensuring that they are on time, in the correct format, and contain valid technical content (See IVV 09-4, Section 6.7).

#### **7.0 Metrics**

No metrics are required for this instruction.

#### **8.0 Records**

The following records will be generated and managed in accordance with IVV 16 and reference to NPG 1441.1 NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Request Package	Initiator	NPG 1441.1	GSFC/Procurement Office